Camp UniStar

Belonging at Camp, Cherishing the Island, Inspiring Action in the World.

Position: Camp UniStar Assistant Food Service Director (A-FSD)

Reports to: Camp Director

Summary:

The remoteness of the camp provides a wonderful getaway from the hustle and bustle of everyday life and an exciting challenge for kitchen staff looking to create three delicious, large-scale meals a day. The kitchen has often been described as the heart of camp, and the Assistant Food Service Director helps make sure that supplies are on hand, staff are happy and safe, and even prepares several delicious meals themselves. One could argue that an organized, compassionate Assistant Food Service Director with good leadership skills could be described as the heartbeat of camp...

Purpose:

The purpose of the Assistant Food Service Director (A-FSD) is to assist the Food Service Director (FSD) in managing the operations of the food service facility and coordinating staff and volunteers in the kitchen. **The primary focus of this position is on tracking kitchen inventory, placing orders to fill kitchen supplies and food needs, working with kitchen volunteers, and managing kitchen upkeep schedules.** The A-FSD also collaborates with others to plan, prepare, and serve high quality meals. The A-FSD supports the FSD in fostering a welcoming work environment in which established policies, procedures, and best practices are followed.
The Assistant FSD reports to the Camp Director while the FSD directly supervises the Assistant FSD and Lead Cook and helps support them as necessary to fulfill their roles.

Responsibilities and Duties:

The A-FSD is responsible for providing reliable, skilled, and knowledgeable help to the FSD in all areas relating to the kitchen. Approximately 75% of the A-FSD's time will be spent working on shifts related to the primary responsibilities listed below. Additional duties and responsibilities not outlined in the primary list may be required as deemed necessary by the Camp Director. As described in the Compensation Scale, staff in this role have "advanced responsibilities" to support and lead activities that enrich the camper experience, and contribute to camp's smooth operation.

Primary Responsibilities:

1. Kitchen Inventory Tracking
    a. It is a primary responsibility of the A-FSD to track kitchen inventory, including perishable and non-perishable foods and non-food items.
2. Placing Orders with Vendors
    a. The A-FSD is responsible for placing timely food orders with vendors. The A-FSD will collaborate with the FSD, Lead Cook, and Baker to make ordering lists as needed to fulfill menu plans.

3. Volunteer Training and Supervising
    a. bUniCorps Volunteers: A primary responsibility of the A-FSD is to train and supervise UniCorp volunteers in the kitchen. The A-FSD will lead orientations at the beginning of the week for UniCorps volunteers. The A-FSD will also continue to provide training and supervision as needed in order to support UniCorp volunteers' success in the kitchen. The A-FSD will also provide the Camp Director with timely evaluations of the work of UniCorp volunteers.
    b. Non-UniCorps (i.e. Camper) Volunteers: The A-FSD will provide opportunities, encouragement, and support for campers of all ages (except for children in diapers) to volunteer in the kitchen. During the Youth Weeks, the A-FSD will work with the FSD to plan youth work projects and will supervise youth during kitchen work projects.
4. Collaborating on Menu Planning
    a. The FSD has primary responsibility for menu-planning due to the overlap between menu planning and budget management. However, the FSD will collaborate with the A-FSD and Lead Cook to plan the meals for each week and the season. When menu planning, the menu planning team must take into account the budget, the food inventory, balanced nutrition guidelines, taste, preparation time, and the abilities of the available staff.
    b. The A-FSD will menu planning while accommodating for food allergies as well as vegetarian, vegan, gluten-free, and dairy-free diets based on information in camper registration information.
5. Meal Preparation and Serving
    a. The A-FSD will lead and serve meals in the First Cook role several times per week.
    b. While maintaining a positive and encouraging atmosphere, the A-FSD will dedicate some of the meal preparation time to the development of volunteers' meal preparation skills.
6. Managing Kitchen Upkeep Schedules
    a. The A-FSD is responsible for ensuring that kitchen upkeep schedules are completed in a timely manner, including schedules of equipment upkeep and safety checks, food thawing schedules, and routine cleaning schedules.
7. Compliance with Kitchen Policies and Best-Practices
    a. The A-FSD will follow all kitchen policies and best-practices and will be a role-model for others to do the same. The A-FSD will work to establish and maintain a positive and collaborative environment in the kitchen.
    b. The A-FSD will work cooperatively with the FSD, Lead Cook, and Baker to ensure that the food service area is consistently clean and functional. This will require greater support from the A-FSD depending on the time of season.
8. Emergency Protocol Compliance

    a. In the event of an emergency, the A-FSD is expected to be familiar with and follow all kitchen safety protocols. In addition, the A-FSD must know the appropriate steps to be taken in the event of a power outage.
9. Leadership Fill-In
    a. In the absence of the FSD, the A-FSD will lead and manage the kitchen according to specifications left by the FSD.

Secondary Responsibilities

Like all other staff, the A-FSD will participate in weekly all-staff duties and in relevant staff training as determined by the Camp Director.

1. Weekly all-staff duties
   The A-FSD will participate in staff meetings, Saturday all-camp meetings, Saturday cleaning (kitchen-based), food unloading (FSA shift), organization and off-loading of trash and recycling (prep-town-run shift), welcoming and engaging with campers of all ages, and participating in other duties as outlined in the staff handbook.
2. Other duties as assigned
   The A-FSD is also responsible for a range of other duties, including working shifts on the waterfront, with volunteers, and with the youth and children's programs. In coordination with and per the discretion of the Camp Director, these and other tasks may be assigned to fulfill the needs of the camp community.

Qualifications:

- 18 years of age or older
- Valid driver's license
- Valid Minnesota Watercraft Operator's permit
- CPR, First Aid, Lifeguarding and AED certifications preferred
- Food Handler certification
- Have lived independently for at least 8 months, or can show independent living skills
- Comfortable in a rustic setting
- Experience in supervising others – Food service management or similar supervisory experience (experience supervising peers is desirable)
- Ability to train others
- Commitment to enforcing kitchen policies
- WIllingness to work closely with the Camp Director, FSD, Lead Cook, and Baker
- Willingness to work with people of all ages
- Knowledge of nutrition and meal planning
- Skilled in baking and cooking
- Familiarity with food allergies and common special dietary requirements
- Safety conscious
- Skill in budgeting and financial management

- Commitment to providing a positive and healthy family camping experience
- Flexible in regards to working hours and a shared living space
- Responsible, self-starter/self-motivated, hard-working, team player
- Good verbal and written communications skills – Able to communicate effectively with staff, volunteers and campers of all ages
- Experience driving boats preferred

Physical Requirements:

The physical requirements of the FSD position include prolonged standing, some bending, stooping, and stretching. Requires eye-hand coordination and manual dexterity to manipulate kitchen equipment and perform job activities. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper and staff activities/programs.

Compensation:

Commensurate with experience, includes room and board at camp, one day off weekly, additional two personal days per season. Paid sick leave is determined by the Camp Director. All staff must provide their own health insurance.